Process: Payroll Administration
Sub-Process: TL-02.04 Leave of Absence (LOA) – page 1
Prepared By: IBIS Project Team

File: As-Is TL-02.04 Leave of Absence (LOA).vsd
Date: 12/7/2005
Page: 1/3

Page 1

Agency Payroll

Need for Leave of Absence Identified

Complete Leave Without Pay Request Form

Complete FMLA Forms

Collect Prepayments of Insurances

Must Be Done Before Last Paycheck Is Issued

Calculate Accrued Leave

Currently a Manual Calculation

Collect Over Drawn Leave if applicable

Must Be Done Before Last Paycheck Is Issued

A

No

Qualified for Catastrophic Leave?

Determine FMLA Eligibility

Yes

Agency HR

Prepayments of Insurances

TL02-06 Catastrophic Leave

Over Drawn Leave

Employee

Notify Employee of FMLA Status

Supervisor

Process: Payroll
Sub-Process: TL-02.04 Leave of Absence (LOA) – page 2
Prepared By: IBIS Project Team

File: As-Is TL-02.04 Leave of Absence (LOA).vsd
Date: 12/7/2005
Page: 2/3

Page 2

Agency Payroll

A → Military Leave? —YES→ Ask for Leave and Earnings Statement and Orders → Medical Leave? —YES→ Initiate ICI Claim If Appropriate → Counseling Session → B

Military Leave? —NO→ (to Counseling Session)

Medical Leave? —NO→ (to Counseling Session)

Prior to Going on Leave (note on Counseling Session)

Process Military Leave Offset → Complete Benefit Adjustments → B

Employee

Leave and Earnings Statement and Orders

Supervisor

Process: Payroll
Sub-Process: TL-02.04 Leave of Absence (LOA) – page 3
Prepared By: IBIS Project Team

File: As-Is TL-02.04 Leave of Absence (LOA).vsd
Date: 12/7/2005
Page: 3/3

Page 3

Agency Payroll

B → Enter LOA on WISPER → Monitor Employee Return from LOA → Employee Returns as Scheduled?

Calendar or other tickler file

Employee Returns as Scheduled? —YES→ Complete Appropriate Paperwork → Remove LOA from WISPER

NO ↓

Termination? —YES→ Enter Termination Date and Reason on WISPER → TL02-03 Term payment and Sick Lv Cert → End

NO ↓

Extend LOA → Update FMLA Request Form if Appropriate → Update the Return Date on WISPER → Collect Prepayments of Insurances

Employee

Prepayments of Insurances

Supervisor

Receive Updated LOA (Leave Without Pay Request?)

Agency Systems

HR System

HR System